

College Sabbatical Leave Committee – Evaluation of Sabbatical Application

Applicant's Name: _____
Department: _____

Each reviewer should fill out this form and turn in to the committee chair so that it may be provided to the applicant.

University policy states that in evaluating sabbatical and DIP leave applications, the quality of the proposal shall be the primary criterion. All levels of review shall provide a recommendation taking into consideration the following evaluative criteria:

Appropriateness: Sabbatical leave proposals may include, but are not limited to, the following appropriate activities (listed in no particular order):

- a course of study leading to increased mastery of the applicant's own field, or the development of an additional area of specialization within the applicant's field, or the development of a new field of specialization.
- A plan for professionally beneficial travel that will enable the applicant to further develop knowledge, skill, or expertise in a discipline/field or area of specialization within a discipline/field.
- Professional development of a scope or nature not possible through a normal workload assignment.
- Pursuit of a scholarly, research, or creative project of a scope or nature not permitted through a normal workload assignment.
- Study or experience designed to improve teaching effectiveness.
- Study or experience designed to improve professional practice.

Benefits: Sabbatical leave activities shall be focused on producing results beneficial to students; to the development of the profession or a discipline within the profession; to the University; to the CSU; and/or to the faculty member as a teacher, scholar, or professional practitioner.

Practicability: The proposed sabbatical leave activities shall be clearly defined and articulated and the proposal shall state objectives that are realistically attainable.

| | Unsatisfactory | Needs Improvement | Satisfactory | Commendable | Outstanding |
|--|----------------|-------------------|--------------|-------------|-------------|
| Appropriateness of leave activities | | | | | |
| Benefits – Leave activities shall be focused on producing results beneficial to | | | | | |
| - students | | | | | |
| - the development of the profession or a discipline within the profession | | | | | |
| - to the University | | | | | |
| - to the CSU | | | | | |
| - to the faculty member as a teacher, scholar, or professional practitioner | | | | | |
| Practicability of proposed leave activities | | | | | |
| - Activities are clearly defined and articulated | | | | | |
| - the stated objectives are realistically attainable | | | | | |
| Proposal quality | | | | | |

Comments regarding strengths and/or weaknesses of the proposal:

Outcome of Review:

- This proposal does not meet the stated criteria and is not recommended for funding
- This proposal meets the stated criteria and is recommended for funding.
- This proposal was incomplete and was not considered.

College Sabbatical Leave Committee Member/Chair

Date